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UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington, D. C.

Office of the Librarian

August 21, 1946

Dear

At the request of the Department of State, the attached tentative statement on the library and bibliographical programs of UNESCO's Preparatory Commission is submitted for your consideration.

Pages one to five summarize recommendations which have been considered and given preliminary approval by the Preparatory Commission. The letters in the left-hand margin indicate the priority assigned to these problems by the Preparatory Commission. "A" indicates immediate attention. "B" indicates attention in 1947. "C" indicates action about 1949. The supplementary material is intended for submission to the Preparatory Commission and is not in final form.

In order to aid the American Delegate to the Preparatory Commission to represent American scholarly opinion we are sending this preliminary draft to a limited number of scholars for discussion. It would be appreciated if you could send us your comments on the draft and your recommendations for revision of its contents and for the deletion or addition of library or bibliographical projects.

It will be necessary for UNESCO to select rigorously among the many projects suggested in all fields. It is apparent from the attached documentation that the projects so far suggested have been concerned primarily with the technical improvement of international library facilities. It is urged that you give particularly careful consideration to the development of a public and scholarly library program which would do most to assist in accomplishment of the fundamental aims of UNESCO i.e., the creation of a world consciousness and understanding among peoples conducive to international peace. The question specifically, therefore, is what kind of a library program will make the maximum contribution towards building a lasting peace?

It will be necessary for me to have your discussion of this draft before September 20, 1946 in order to submit your recommendations in time for their consideration at the November meeting of UNESCO.

The statement which follows was compiled from a number of documents and represents a considerable range of subject matter. You may not wish to express an opinion on all parts of the proposed program, but we shall be glad to have your comment on all subjects of interest to you.

It should be emphasized that the attached draft is preliminary in form and the final draft may be quite different. Furthermore, we are requesting your personal opinion only and not that of any association or organization which you may represent.

Replies should be addressed to me at the Department of Agriculture Library, Washington 25, D. C.

Sincerely yours,

Ralph R. Shaw

Ralph R. Shaw

Advisor to the American Delegate
to the UNESCO Preparatory Commission

UNESCO LIBRARY AND BIBLIOGRAPHICAL PROGRAM

I. REHABILITATION, FORMATION AND MAINTENANCE OF COLLECTIONS

- A The Libraries' Section should view this problem in its long term aspects, giving primary attention to such projects as the setting up of an International Publications Clearing House*. Meanwhile, all possible assistance and information will be given to the UNESCO Technical Sub-Committee which is dealing with the immediate rehabilitation problems, and the Libraries Section must help to direct action so that it may be in conformity with UNESCO's view of the long term development of library services.
- A The Inter-Allied and American Book Centers have shown the need for the permanent establishment of an International Clearing House of Publications, linked functionally with international and national library and information services.
- A UNESCO is now making a limited experimental survey of war losses and research library resources. In view of the fact that the Inter-Allied Book Center officially terminates its work at the close of 1946, the Libraries Section must give immediate attention to the ways in which its experience, and if possible elements of its organization, plus the experience and organization of the American Book Center, can be merged into a fully international and permanent publications clearing house. The main purpose of this clearing house would be to serve as a receiving and distribution center for actual copies of books and documents, not as a bibliographical center - a task centered as far as UNESCO is concerned in the World Bibliographical and Library Center.

II. CIRCULATION OF PUBLICATIONS AND BIBLIOGRAPHICAL SERVICES

- B 1. The fundamental requisite for adequate use of the world's knowledge which appears in documentary form is a list of all publications whether printed, mimeographed or reproduced otherwise, which are issued in all the countries of the world. This implies the organization of inter-library lending services and services of documentary reproduction. As the national elements of the lending system, each country must be encouraged to establish National Central Libraries. UNESCO should establish a World Bibliographical and Library Center to coordinate and assist the work of the National Central Libraries.
2. Among the tasks which the World Bibliographical and Library Center would handle are those of abstracting services, classification and standardization. Abstracting services particularly need consideration. At present many important fields of research and operations are without adequate abstracting services, and no abstracting service is complete insofar as it can guarantee complete cover. This question requires close consideration in connection with the whole problem of classification.

* Specific recommendations relative to the Publications Clearing House are noted in appendix I.

3. The need for expansion of, and cooperation in, the basic bibliographical enterprises is so great that it must be a primary concern of UNESCO. The nature and extent of its tasks need further definition by an expert sub-committee,** which is to be convened at once to study the task within the field of the World Bibliographical and Library Center, including also questions of abstracts, classification and translations, and is to report to the Preparatory Commission well in advance of the November Conference.

III SPECIALIST LIBRARIES

- B Inevitably there will be closely related systems of specialist libraries and bibliographical services such as have been proposed by the F...C. The World Bibliographical and Library Center will be the body primarily responsible for maintaining proper connections between these special libraries and bibliographical services and others in the world system.
- B Archives are necessarily of more localized character than libraries, yet they have importance as serving the objectives of UNESCO in freedom of access to information and the diffusion of knowledge. It is therefore recommended that UNESCO include archives in the attention which it gives libraries. Some of the forms which this attention may take are the following:
- a. Promotion through appropriate agencies of conferences of exchanges, and internships of archivists.
 - b. Collection of data regarding archival practice and the promotion of desirable standardization.
 - c. Publication of statistical and other guides to national archival systems and to sources of information regarding archival collections, of manuals and digests of archival practice.
- A A suggestion made to UNESCO is that a World Education Library should be established either in UNESCO itself or elsewhere with UNESCO support. Further discussions will be held with the Education Section and the International Institute of Education at Geneva.

Note: Approved only to the extent of establishing an education section of UNESCO's own library to meet the needs of the Secretariat.

- B It is expected that there will remain in Germany large stocks of Jewish literature seized by the Nazis which will not be restorable to their former owners. The Danish Government has proposed to form a world Jewish library from these materials. The Commission for European Jewish Cultural Rehabilitation, representing international groups, has recommended a wider distribution.

** Specific recommendations by this Sub-committee relative to the World Bibliographical and Library Center are noted in Appendix II.

There also remain in Germany several important libraries which have been for years important centers of international research which were taken by the Nazis from Italy. Two such libraries have already been restored to Italy under international auspices. Their housing is guaranteed by the Italian Government; but funds are lacking for their operation.

It is recommended that the Secretariat investigate the problems in the two preceding paragraphs and make recommendations to the General Conference for action looking to making these materials available at the earliest moment to the uses of international scholarship.

IV POPULAR LIBRARIES***

- B 1. One of UNESCO's most urgent and immediate tasks is the promotion in all countries of popular and public library service giving free services of reference and loan to the ordinary citizen. Detailed descriptions of methods of servicing, financing, staffing, etc. national public library services should be prepared for circulation through UNESCO to all member states. Delegates might be invited from countries without such services to study the public libraries in countries operating them successfully now. A study will be made of the instances when specialist and public libraries could be linked together.

V ORIGINAL PUBLICATION

- C 1. UNESCO might become editorially responsible for the publication of world reference books, world atlases and major international bibliographies, and also for the publication of national reference books such as the ASLIB directory which are links in the chain of world information services. There is also need for more and improved technical multilingual dictionaries.
- C 2. Various suggestions have been made with regard to improving the means available for the publication and distribution of scientific papers. This problem is closely related to improvements in abstracting, classification, etc., and special methods such as auxiliary publication. The latter involves the publication of a short version of the paper in the journal in which it would normally appear, the full version being available to the limited circle of readers requiring it, in a photographic reproduction of the original typescript.

VI. BARRIERS TO THE FREE CIRCULATION OF INFORMATION

- B 1. The problem of copyright is one of great complexity and no solution can be easily achieved. The time has, however, arrived for positive action to prepare a new internationally recognized copyright convention. UNESCO is the proper body to convene a world copyright conference and preparation for this should be started without delay.

*** Specific recommendations relative to public library services are noted in Appendix III.

- B 2. Library communications across national frontiers involving the purchase of publications, provision of reproductions and special bibliographies, etc., are greatly hindered at present by the difficulty of making payments in foreign currencies. One possible solution to this problem might be the establishment of an international publications bank as a subsidiary of the International Publications Clearing House.
- B 3. Difficulties exist in the whole field of book production and distribution, and the Libraries Section will study in detail all barriers to free production, distribution and purchase of books and library equipment, in cooperation with the International Publishers and Authors Associations. The opportunity of a November Conference will be taken to mobilize public opinion on this urgent and vital question.
- B 4. The Libraries Section will study the question of freeing the manufacture and sale of library equipment as far as possible from patent and other restrictions.
- B 5. Because freedom of access to sources of information is not only a prerequisite to the efficiency of libraries - and of the scholarly study and research which are dependent upon them - but is also a primary and basic objective of UNESCO; and because lack of such freedom of access is sometimes due to lack of a clear national policy, the Preparatory Commission recommends to the General Conference that it recommend to each of the Member States in the most urgent terms the adoption of a policy by which sources of information will be made available to citizens of any Member State as fully and as freely as they are made available to its own citizens.

VII. TECHNIQUE

- B 1. Almost every part of the program of library development includes reference to the need for extended and improved services of documentary reproduction. UNESCO will encourage the use of reproduction as one of the only ways by which the world-wide need for publications in short supply can be met.
- C 2. There are many important developments in mechanical aids to learning, most of these are the more direct concern of the Science Section, but there are also direct connections with library and information service techniques which need study.
- B There is great need for standardization of classification, bibliographical technique, and publication sizes and formats.

VIII. EDUCATION OF LIBRARIANS

- C 1. The main responsibility for the education of librarians and information officers must rest with the appropriate national agencies, but UNESCO could promote the interchange of librarians and other experts so that all countries can benefit from a knowledge of the techniques and systems of other countries.

IX. UNESCO'S OWN LIBRARY AND ARCHIVES

- A UNESCO Library. It is recommended that UNESCO have its own library. This should be a working library to meet the requirements of the Secretariat. It should in no sense attempt to be a comprehensive international library, nor should it perform services suitable to national libraries, but it should be so staffed as to be able to give services to the Secretariat in the various fields of UNESCO's interest, and to provide, through co-ordination with national bibliographic centers and library systems, a reference service to inquirers.

APPENDIX I

INTERNATIONAL PUBLICATIONS CLEARING HOUSE

UNESCO should:

1. Set up machinery to assist governments, libraries and institutions to establish automatically continuing direct exchange of publications.
2. Work toward strengthening the existing direct exchange agreements so that each national library may obtain, to the extent that it wishes them, all publications of all other governments.
3. Act as a depository for publications received from all sources for redistribution to the libraries of member states. The immediate task will be in continuation of the rehabilitation work at present being undertaken by the Inter-Allied Book Center, which will close at the end of 1946, and possibly the American Book Center, the continuance of which is uncertain. Studies should be made of the establishment needed to develop this work as a permanent service of the Clearing House.
4. Important books go out of print and often cannot be reprinted. Several suggestions for stockpiling such publications have been made. It is recommended that this problem be studied to determine the practicability of this proposal.

APPENDIX II

WORLD BIBLIOGRAPHICAL AND LIBRARY CENTER

1. NATIONAL BIBLIOGRAPHIES

There is essential and urgent need of complete national bibliographies in standardized form. Such bibliographies should cover all publications (including processed documents, sound recordings, films, etc.) however reproduced and by whomever issued.

Each nation or group of nations should take action to produce such bibliographies as soon as possible. Each nation should be urged also to take immediate steps to fill the gaps which may have been created during the war in their national bibliographical services, including the listing of materials published by governments in exile. The Bibliographical and Library Center of UNESCO shall formulate standards and hold itself in readiness to give advice and assistance to all nations who desire aid in planning this work.

2. SPECIAL BIBLIOGRAPHIES

a. World List of Periodicals

UNESCO should encourage or undertake the production of world or regional union lists of periodical holdings to supplement and aid the compilation of separate national lists.

As two immediate enterprises it is recommended (1) that the World Bibliographical and Library Center should prepare a check list of all periodical and serial publications of whatever date, indicating sufficient holdings to assist in the immediate task of filling gaps and facilitating inter-library exchange, and (2) the Committee proposes the immediate establishment under UNESCO auspices of lists of periodicals suppressed, temporarily suspended, or which changed their titles or form during the war, and also of periodicals published for the first time during the war.

UNESCO should also undertake the publication of select bibliographies of periodicals.

In addition to establishing standards as proposed below, UNESCO should encourage or undertake the publication of world lists of abbreviations of periodical titles, especially of those that are too much abbreviated to be recognizable.

b. Major Bibliographical Works to be Created or Revived.

The publication of bibliographical reference works which are not currently being produced satisfactorily should be the responsibility of UNESCO, provided that UNESCO may assign such projects to other bodies for execution.

APPENDIX II (continued)

Among works of this sort which are urgently required are critical subject bibliographies, regular surveys of literature in specialized fields, indexes and contents lists of periodicals.

The Library Section should collaborate with the Publication Section of UNESCO in the preparation of general works of reference such as "Minerva" or "Index Generalis".

3. CLASSIFICATION STANDARDS

Several standards of classification are currently in use, notably Dewey, Library of Congress, U.D.C. UNESCO should maintain an active interest in classification and will encourage and as far as possible assist work of revision and coordination, and will on its own account, in collaboration with existing international bodies, investigate the possibilities of producing a universally agreed system of classification.

4. STANDARDIZATION OF BIBLIOGRAPHICAL METHOD

UNESCO will be intimately concerned with bibliographical methods, either as promoter or as actual producer of bibliographical works. It is certain that unless generally recognized standards prevail the development of national or other bibliographies as envisaged in paragraphs 1 and 2 above will result in considerable confusion and great waste of time and money in central institutions responsible for co-ordinating works produced originally according to differing systems.

UNESCO should convene a conference in close consultation with the bodies now engaged on bibliographical studies to prepare an international code of bibliographical technique. A similar conference should be convened to standardize the type of cataloguing codes suitable for different types of libraries.

UNESCO should also consider questions of technique of publication, format, title pages, paper qualities, etc. insofar as they are relevant, and also should consider the standardization of terminology with a view to the publication of polyglot glossaries.

5. OTHER PUBLICATIONS

- a. Frequent and urgent representation have been made by workers in the various fields that the bibliographical and abstracting sources are inadequate and duplicate each other unnecessarily. Several sections of UNESCO are making recommendations in this field. It should be the responsibility of the World Bibliographical and Library Center to work toward coordination of existing indexes and abstracting journals in order to provide thorough coverage with a minimum of unnecessary duplication.

APPENDIX II (continued)

b. Republication

Many works go out of print because there is now no adequate method for determining whether there is sufficient world market to justify reprinting or other reproduction. It is recommended that the World Bibliographical and Library Center investigate the potential world market for such works and notify publishers if the demand appears adequate to justify reproduction in any form. There may be some cases in which UNESCO may publish such works itself or may aid in defraying the cost of publication.

c. Translations

UNESCO should publish a bibliography of translations published in periodicals or in book form and should study the possibility of maintaining a register of unpublished translations.

UNESCO should encourage publication of abstracts in the official languages of the United Nations to accompany articles published in other languages.

6. CIRCULATION OF PUBLICATIONS

a. Questions of Trade Barriers

The committee wishes to emphasize the fact that effective bibliographical services cannot exist without complete international availability of publications.

b. Documentary Reproduction

The committee stresses the essential part played by documentary reproduction in making documents fully available, and also the importance of continuing and intensive research into its technique and development.

APPENDIX III

PUBLIC LIBRARY PROGRAM

The report of the meeting of the Preparatory Commission provides priority "B" to Extension of Public Library services. To implement this recommendation the following specific suggestions are offered for discussion. It is believed that all of the following suggestions can be put into effect promptly on a relatively small scale and that they should provide concrete results upon which future planning might be based:

1. Consulting Staff. It is proposed that UNESCO engage one or more consultants on Public Library Service, who will be available for loan to participating governments, and who will help governments requesting their service in planning and developing general Public Library services to fit their own special conditions.
2. One of the over-all objectives should be the collection and dissemination of statistics about library services on all levels. It is suggested that the collection of statistics be begun by engaging personnel when and as required in connection with consulting programs outlined above, and that as soon as feasible a world-wide system of standardized statistics be developed.
3. American experience indicates that one of the most effective methods for arousing interest in Public Library services is to provide small-scale demonstration programs. It is believed that a few modest demonstration programs would be a most effective and practicable means for starting such service and for publicizing the value of public libraries in the cooperating countries.
4. Training of personnel is covered in other sections. However, if the demonstration programs are successful, it would be well to have personnel trained to the level required for the continuation of bookwagon and similar service when the demonstration program is completed. To this end it is suggested that, if possible, local personnel be attached to the person operating the demonstration program so that it serves as a training program as well as a library extension demonstration program.

APPENDIX IV

RECOMMENDATIONS OF THE SCIENCE SECTION

The Science Section is preparing recommendations in the field of bibliography. These recommendations are not in final form; they may be supplemented considerably or eliminated in the final report.

1. That UNESCO aid in the organization of exchange, particularly of Government scientific publications.
2. That UNESCO call a conference on the subject of rationalization of scientific publications. The recommendation more specifically is that there be an international congress of scientists and publishers to study the possibility of publishing scientific articles as separates instead of publishing them in journals.
3. That UNESCO undertake or support the off-set reproduction of scientific journals, particularly those issued during the war years.
4. That UNESCO attempt to provide substitutes for the German abstract journals which were the only abstracts available in certain fields, and attempt to avoid unnecessary duplication in abstract journals.
5. That there be a central reprint stock-pile maintained in UNESCO.
6. That world-wide microfilm and photostat service be organized, using the facilities of libraries in the various countries. This might be paid for by UNESCO or might possibly be underwritten in part by UNESCO. UNESCO should provide a central clearing house. All requests for photographic copies might be sent to the clearing house which would obtain the copies from the libraries which could provide them.
7. That UNESCO provide the mechanism for overcoming the difficulties in communication caused by fiscal exchange regulations.
8. That UNESCO make card indexes maintained by individual scientists available to others.



